



Research & Evaluation Associate

About Virginia G. Piper Charitable Trust

Honoring the legacy of Virginia Galvin Piper, Virginia G. Piper Charitable Trust supports organizations that enrich health, well-being, and opportunity for the people of Maricopa County, Arizona. The Trust concentrates its efforts in six areas: Arts and Culture, Children, Education, Healthcare and Medical Research, Older Adults, and Religious Organizations. Learn more at: www.pipertrust.org.

Position Summary

The *Research & Evaluation Associate* provides monitoring, evaluation, and learning support to Trust staff and grantees to understand and enhance the impacts of grants, projects, programs, and initiatives. Reporting to and collaborating closely with the Strategic Learning Officer, the Research & Evaluation Associate helps to plan evaluation components for grantmaking, develops measurement tools, and reports findings in ways that foster organizational learning and decision making.

Responsibilities

- Provide coordinated strategic guidance and technical expertise on research and evaluation to Trust staff and grantees.
- Perform literature searches and reviews to aid program staff in assessing the quality of proposed interventions and identify evidence-based practices.
- Collect and analyze data to answer key evaluation/learning questions.
- Assist in the analysis and interpretation of evaluation results and prepare written reports and appropriate graphic visualizations/representations.
- Support grantees in the development of measurement and assessment plans that address critical questions and drive quality improvement.
- Support capacity building in measurement and evaluation and provide technical assistance.
- Assist with the development and implementation of knowledge management processes and tools to promote organizational learning.

Qualifications and Experience

An advanced degree in social sciences, education, health, public policy, or a related field is preferred as well as direct experience in evaluation design and implementation. Experience in working in philanthropic, nonprofit or public systems is a plus.

The Successful Candidate Demonstrates

- A deep commitment to the mission and values of Piper Trust and experience working in one or more of the Trust's six core program areas.
- Proficiency in Microsoft Office applications (e.g., Excel, Word), statistical packages (e.g., SPSS), and qualitative analysis packages (e.g., NVivo).
- Competence in both quantitative and qualitative methods as well as mixed methods designs.
- Aptitude for gathering, analyzing, and synthesizing complex data sets.
- Ease with developing theories of change, logic models, and evaluation plans.
- Experience with a variety of evaluation projects from planning/design to summative reporting.
- Ability to provide technical assistance to nonprofit agencies.
- Experience supporting the design and refinement of organizational strategies.
- Ability to act as a driver of organizational learning: able to identify key learning opportunities and facilitate conversations with staff that produce actionable insights and help staff apply those insights to decisions.
- Strong skills in: writing, public speaking, project management, multi-tasking, and executing simultaneous deadlines.
- Commitment to continuous knowledge and skill building and desire to pursue professional development.
- Personal integrity, high professional standards, intellectual curiosity, and an ability to establish mutual accountability and respect.

Employment

The Research & Evaluation Associate is a professional, full-time, exempt position; salary range is \$55-\$70K annually and is commensurate with experience. The Trust also provides a comprehensive health benefits and retirement package. A pre-employment background check is conducted by the Trust and a 90-day introductory period is observed for all positions.

Virginia G. Piper Charitable Trust is a private foundation and an equal opportunity employer; all employees and applicants are afforded equal opportunities for employment without discrimination of race, color, religion, sex, age, sexual orientation, marital status, national origin, disability, or any other protected characteristic established by law.

How to Apply: View on-line job description at: <http://pipertrust.org/about-us/employment-opportunities>. Email a cover letter, resume, and contact information for three professional references as a single Word or PDF document to: employment@pipertrust.org.